

# NOW HIRING!



## Development Coordinator (Full-Time)

Communities In Schools works to ignite hope in kids so that they can succeed in school, graduate and be prepared for life.

Our successes are shared endeavors, and partnerships are the lifeblood of Communities In Schools. Kalamazoo is rich in resources, so we partner to provide the best services to students. Our expertise is connecting the right services to the students who need them most.

### **POSITION SUMMARY**

The CIS Development Coordinator provides diverse development and marketing/community relations support for Communities In Schools of Kalamazoo (CIS) in an independent setting to assure the long-term sustainability of the organization.

The Development Coordinator will primarily provide support for all functions of a comprehensive development program, including, but not limited to, maintenance of donor database, preparation of assigned communications, planning and execution of assigned internal and external events, and support for other staff and Board with development-related needs. This position will also support marketing/community relations efforts, including regular updates to the organization's website and social media.

### **POSITION QUALIFICATIONS**

- Bachelor's degree in communications, creative writing, English, marketing, or related area. Previous experience in development, marketing, community relations, customer service, or related area strongly preferred
- Strong project management skills with ability to work independently with limited supervision, meet deadlines, anticipate quickly changing needs, and exercise good judgment. Able to function independently in a setting where other staff is not always immediately available
- Exceptional organizational abilities, including prioritizing among multiple tasks, maintaining an effective work-flow across a week, month or other period.
- Strong attention to detail
- Excellent written, oral, and interpersonal communication skills. Excellent command of the English language, including speaking, writing, grammar, spelling, etc.
- Strong customer service orientation and the ability to form trusting, productive relationships with a wide range of constituents
- Demonstrated teamwork knowledge and behavior
- Strong computer skills and software knowledge including Microsoft Word, Excel, Outlook
- Previous experience with database management or CRM software strongly preferred
- Previous experience with website and/or social media management strongly preferred
- Previous experience producing information for public consumption (print and/or digital) strongly preferred
- Experience with Adobe Creative Suite applications a plus
- Ability to work occasional evenings, weekends, and/or early mornings to cover work responsibilities
- Valid driver's license and the availability of an insured vehicle

**If you are all in for kids and would like to be considered for an interview, please submit your cover letter and resumé to Colleen Loc, HR Manager, [clloc@ciskalamazoo.org](mailto:clloc@ciskalamazoo.org).**

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*